

MOS 3043, SUPPLY ADMINISTRATION AND OPERATIONS CLERK

DUTY AREA 01 - PROPERTY ACCOUNTING: E1 TO E3

TASK: 3043.01.01 (CORE) RECONCILE UNIT ALLOWANCES

CONDITION(S): Given the unit's Table of Organization and Equipment (T/O&E), Special Allowance authorization, Type 2 authorized allowances, Command Adjustment authorizations, access to an automated system with applicable software with internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Reconcile T/O&E, Type 2, special allowances, and command adjustments to quantities listed on the allowance field of the accountable record.
3. Identify discrepancies.
4. Induct allowance transactions to correct allowance disparity, as required.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO 5311.1, Table of Organization and Equipment Allowance Change
2. MCO P4400.150_, Consumer Level Supply Manual
3. UM 4400-120, Asset Tracking for Logistics Supply System
4. UM 4400-124_, SASSY Using Units Procedures
5. UM 4400-15, Organic Property Control Procedures

TASK: 3043.01.02 (CORE) LOAD UNIT ALLOWANCES

CONDITION(S): Given the Table of Organization and Equipment (T/O&E), Special Allowances, Type 2 Allowances, Command Adjustment authorization, access to an automated system with applicable software with internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the reference.
2. Reconcile T/O&E, Type 2, special allowances, and command adjustments to quantities listed on the allowance field of the accountable record.

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3. Load appropriate transactions documents to accurately reflect allowance changes.
4. Take action to requisition deficiencies/dispose of excesses as required.

INITIAL TRAINING SETTING: FLC Sustainment: 24 Req By: Pvt

REFERENCE(S):

1. MCO 5311.1, Table of Organization and Equipment Allowance Change
2. MCO P4400.150_, Consumer Level Supply Manual
3. UM 4400-120, Asset Tracking for Logistics Supply System
4. UM 4400-124_, SASSY Using Units Procedures
5. UM 4400-15, Organic Property Control Procedures

TASK: 3043.01.03 (CORE) MAINTAIN PROPERTY ACCOUNTING DOCUMENT

CONDITION(S): Given the organic property listing, Table of Organization and Equipment (T/O&E), documentation supporting changes of on-hand and allowance quantities, access to an automated system with applicable software with internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Reconcile allowances of all items reflected on the Table of Organization and Equipment (TO&E) with allowance quantities appearing on the Property Accounting Document.
3. Reconcile each new Property Accounting Document with the previous Property Accounting Document.
4. Correct all discrepancies.
5. Post all changes in on-hand quantities and submit associated transactions in a timely manner.
6. Post all allowance quantity changes and submit associated transactions in a timely manner.
7. Obtain supply officer's initials for all changes.
8. File reconciled Property Accounting Document.
9. File transactions meeting vouchering criteria and supporting documentation.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4400.150_, Consumer Level Supply Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-124_, SASSY Using Units Procedures

TASK: 3043.01.04 (CORE) PROCESS REDISTRIBUTIONS

CONDITION(S): Given on-hand assets excesses over Authorized Allowances, access to an automated system with applicable software with internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Validate excesses are on-hand.
3. Process appropriate transactions as required.
4. Adjust property accounting records as required.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4400.150_, Consumer Level Supply Manual
2. MCO P4400.82_, Regulated/Control Item Management Manual
3. UM 4400-120, Asset Tracking for Logistics Supply System
4. UM 4400-124_, SASSY Using Units Procedures

TASK: 3043.01.05 (CORE) PROCESS ROLLBACK TRANSACTIONS

CONDITION(S): Given excess material, access to an automated system with applicable software with internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.

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2. Identify serviceable excess materials.
3. Load excess quantities to on-hand "AA."
4. Execute rollback.
5. Maintain rollback receipts in the voucher file.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local SOP
2. MCO P4400.150_, Consumer Level Supply Manual
3. MCO P4400.82_, Regulated/Control Item Management Manual
4. UM 4400-120, Asset Tracking for Logistics Supply System
5. UM 4400-124_, SASSY Using Units Procedures
6. UM 4400-15, Organic Property Control Procedures

TASK: 3043.01.06 (CORE) PROCESS DISPOSAL TRANSACTIONS

CONDITION(S): Given serviceable and unserviceable excess, Letters of Unserviceable Property (LUP) where applicable, access to an automated system with applicable software with internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Identify material required for disposal.
3. Load unserviceable quantities to on-hand "AF."
4. Load serviceable excess to on-hand "AA."
5. Induct disposal transactions.

6. Deliver unserviceable items to DRMO.
7. Maintain disposal documentation in the voucher file.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 4000.25-1-M, Military Standard Requisitioning Issue Procedures

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2. DOD 4140.26-M, Defense Integrated Material Management Manual for Consumable Items (DIMMMCI)
3. MCO P4400.150_, Consumer Level Supply Manual
4. MCO P4400.82_, Regulated/Control Item Management Manual
5. UM 4400-120, Asset Tracking for Logistics Supply System
6. UM 4400-124_, SASSY Using Units Procedures
7. UM 4400-15, Organic Property Control Procedures

TASK: 3043.01.07 (CORE) PROCESS CASH SALES FOR GOVERNMENT PROPERTY

CONDITION(S): Given a cash sale for Government property, required documentation, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Process appropriate transactions for all sales of Government property.
3. Maintain completed NAVMC 6s and D7s in the voucher file.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. UM 4400-120, Asset Tracking for Logistics Supply System
2. UM 4400-124_, SASSY Using Units Procedures
3. UM 4400-15, Organic Property Control Procedures

TASK: 3043.01.08 (CORE) PROCESS ADJUSTMENT TRANSACTIONS (GAINS/LOSSES)

CONDITION(S): Given various automated supply system mainframe files, supporting documentation, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

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1. Review the references.
2. Process appropriate adjustment transactions as directed.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4400.150_, Consumer Level Supply Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-124_, SASSY Using Units Procedures

TASK: 3043.01.09 (CORE) MAINTAIN VOUCHER FILE

CONDITION(S): Given completed adjustment documents, supporting documentation, the voucher file, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. File by Document Identifier Code (DIC)/TAMCN/Document Number Sequence.
3. File all completed vouchers for two years.

INITIAL TRAINING SETTING: FLC Sustainment: 18 Req By: Pvt

REFERENCE(S):

1. MCO P4400.150_, Consumer Level Supply Manual
2. UM 4400-124_, SASSY Using Units Procedures

TASK: 3043.01.10 (CORE) MAINTAIN SUB-CUSTODY RECORDS

CONDITION(S): Given the requirement to maintain subcustody records, property control documents, interim receipts, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Prepare interim receipts for all issues and turn-ins.

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3. Process adjustment transactions as required.
4. Correct disparities as directed.
5. Maintain subcustody records per the references.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4400.150_, Consumer Level Supply Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-124_, SASSY Using Units Procedures

TASK: 3043.01.11 (CORE) COMPLETE AND MAINTAIN SUBSIDIARY RECORDS FOR NON-ISSUED
SERIALIZED ITEMS

CONDITION(S): Given serialized and highly pilferable items and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Inventory unissued serialized and highly pilferable items.
3. Complete subsidiary records on all items inventoried.
4. Maintain subcustody record, if applicable.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4400.150_, Consumer Level Supply Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-124_, SASSY Using Units Procedures
4. UM 4400-15, Organic Property Control Procedures

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DUTY AREA 02 - REQUISITIONING: E1 TO E3

TASK: 3043.02.01 (CORE) PERFORM TECHNICAL RESEARCH

CONDITION(S): Given a Part Number (P/N), nomenclature, and or a National Stock Number/National Item Identification Number (NSN/NIIN) from supported customers, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To enable transactions to process.

PERFORMANCE STEPS:

1. Review the references.
2. Validate the technical data information.
3. Prepare the appropriate tech data load/change.
4. Induct ZOE/ZNS transactions into the daily cycle.

INITIAL TRAINING SETTING: FLC Sustainment: 24 Req By: Pvt

REFERENCE(S):

1. FEDLOG, Federal Logistic Data on Compact Disk
2. UM 4400-123, FMF SASSY Management Unit Procedures

3. UM 4400-124_, SASSY Using Units Procedures

TASK: 3043.02.02 (CORE) VERIFY UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS) DESIGNATOR ASSIGNMENTS

CONDITION(S): Given pending requirements, lists of individuals authorized to approve UMMIPS designators, higher headquarters guidance, and the references.

STANDARD(S): To ensure appropriate priorities are used for all requirements.

PERFORMANCE STEPS:

1. Review the references.
2. Reconcile assigned priority with authorized force activity designator.
3. Ensure requirement contains the signature of individual authorized to assign the priority.
4. Take corrective action as required.

INITIAL TRAINING SETTING: FLC Sustainment: 24 Req By: Pvt

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REFERENCE(S):

1. MCO 4400.16_, Uniform Material Movement Issue and Priority System (UMMIPS)
2. MCO P4400.150_, Consumer Level Supply Manual
3. UM 4400-120, Asset Tracking for Logistics Supply System
4. UM 4400-124_, SASSY Using Units Procedures
5. UM 4400-15, Organic Property Control Procedures

TASK: 3043.02.03 (CORE) PROCESS MECHANIZED ADDITIONAL DEMANDS

CONDITION(S): Given a requirement for supplies and equipment, a Document Control File, access to all mechanized edit error/exception listings, the Master Header Information File (MHIF), FedLog Compact Disk, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To ensure all requisitions successfully post to the Document Control File.

PERFORMANCE STEPS:

1. Review the references.

2. Conduct technical research of the requirement.
3. Identify maintenance/supply transactions.
4. Induct the requisition.
5. Review Daily Histories and Document Control File, all edit error/exception recycle reason codes, and ATLASS suspense reason codes to determine cause for transactions not processing properly.
6. Reconcile all pending requisitions with the subsequent Document Control File.
7. Correct and reinduct requisitions as required.

INITIAL TRAINING SETTING: FLC Sustainment: 24 Req By: Pvt

REFERENCE(S):

1. MCO P4400.150_, Consumer Level Supply Manual
2. MCO P4400.151_, Intermediate Level Supply Management Policy Manual
3. UM 4400-120, Asset Tracking for Logistics Supply System
4. UM 4400-123, FMF SASSY Management Unit Procedures
5. UM 4400-124_, SASSY Using Units Procedures

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6. UM 4790-5, MIMMS (AIS) Field Users Manual

TASK: 3043.02.04 (CORE) PROCESS MARINE CORPS INTEGRATED MAINTENANCE MANAGEMENT (MIMMS) TRANSACTIONS

CONDITION(S): Given access to a maintenance order/maintenance part request, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Ensure "4 Add/Change" transactions post to the maintenance records status file prior to submitting subsequent MIMMS transactions.
3. Process 8 card receipt/cancellation transaction.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. UM 4400-120, Asset Tracking for Logistics Supply System
2. UM 4400-124_, SASSY Using Units Procedures
3. UM 4790-5, MIMMS (AIS) Field Users Manual

TASK: 3043.02.05 (CORE) PROCESS EDIT ERROR AND EXCEPTION LISTING

CONDITION(S): Given an edit error/exception listing, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): To ensure transactions process correctly.

PERFORMANCE STEPS:

1. Review the references.
2. Review edit error and exception listings.
3. Identify edit error and exception codes.
4. Determine reasons for errors.
5. Annotate corrective action on listing.
6. Reinduct corrected transactions.

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7. File listing for required retention period in accordance with the references.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. UM 4400-120, Asset Tracking for Logistics Supply System
2. UM 4400-123, FMF SASSY Management Unit Procedures
3. UM 4400-124_, SASSY Using Units Procedures

TASK: 3043.02.06 (CORE) RECONCILE DOCUMENT CONTROL FILE

CONDITION(S): Given a previous Document Control File (DCF), current DCF, pending transactions, access to an automated system with applicable software and internet

conductivity, and the reference.

STANDARD(S): To ensure all transactions have posted to the Document Control File.

PERFORMANCE STEPS:

1. Review the references.
2. Validate all transactions have posted to the current DCF.
3. Maintain current Document Control File.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4400.150_, Consumer Level Supply Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-123, FMF SASSY Management Unit Procedures
4. UM 4400-124_, SASSY Using Units Procedures

TASK: 3043.02.07 (CORE) PROCESS REQUISITION FOLLOW UPS/ MODIFICATIONS/ CANCELLATIONS

CONDITION(S): Given access to an automated system with applicable software and internet conductivity, Document Control File (DCF), mainframe access, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.

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2. Review the Document Control File.
3. Submit cancellation, modifiers, and follow-ups as required.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. UM 4400-120, Asset Tracking for Logistics Supply System
2. UM 4400-123, FMF SASSY Management Unit Procedures
3. UM 4400-124_, SASSY Using Units Procedures

4. UM 4790-5, MIMMS (AIS) Field Users Manual

ADMINISTRATIVE INSTRUCTIONS: Automated Supply System generic term for ATCLASS

TASK: 3043.02.08 (CORE) PROCESS RECEIPTS

CONDITION(S): Given DD Form 1348-1 receipts, access to mechanized files, Document Control File (DCF) listings, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Determine required action for each receipt.
3. Submit appropriate receipt transaction.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. UM 4400-120, Asset Tracking for Logistics Supply System
 2. UM 4400-123, FMF SASSY Management Unit Procedures
 3. UM 4400-124_, SASSY Using Units Procedures
 4. UM 4400-15, Organic Property Control Procedures
 5. UM 4790-5, MIMMS (AIS) Field Users Manual
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TASK: 3043.02.09 (CORE) MAINTAIN PROOF OF DELIVERY (POD)

CONDITION(S): Given receipts and the references.

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STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. File all documents in POD file document number sequence.
3. Retain documents in accordance with the references.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4400.150_, Consumer Level Supply Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-124_, SASSY Using Units Procedures
4. UM 4400-15, Organic Property Control Procedures

TASK: 3043.02.10 (CORE PLUS) PROCESS A SUPPLY DISCREPANCY REPORT (SDR)

CONDITION(S): Given a requirement to submit a Supply Discrepancy Report (SDR), access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Determine the type of discrepancy.
3. Determine distribution of SDR.
4. Prepare and submit SDR, as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. SECNAVINST 4355.18, Reporting of Items and Packaging Discrepancies
2. UM 4400-123, FMF SASSY Management Unit Procedures
3. UM 4400-124_, SASSY Using Units Procedures

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TASK: 3043.02.11 (CORE) PROCESS MATERIAL OBLIGATION VALIDATION (MOV)/BACK ORDER
VALIDATION (BOV)

CONDITION(S): Given the MOV/BOV listing, the exception listings, Document Control File (DCF), access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. SASSY Management Unit (SMU)
 - a. Review the references.
 - b. Initiate the MOV cycle.
 - c. Provide exception reports to Using Units.
 - d. Reconcile all resulting exceptions.
 - e. Take corrective action.
 - f. SMU Operations confirm receipt of response by Defense Automated Addressing System (DAAS) and Integrated Material/Weapon System Manager (IMM).
2. Using Unit
 - a. Review the references.
 - b. Reconcile the Document Control File (DCF) with MOV/BOV listing..
 - c. Identify all requisitions requiring MOV/BOV cycle validation for which "AN/AP" transactions have not been posted.
 - d. Forward inductions to SMU for action.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. UM 4400-120, Asset Tracking for Logistics Supply System
2. UM 4400-123, FMF SASSY Management Unit Procedures
3. UM 4400-124_, SASSY Using Units Procedures

TASK: 3043.02.12 (CORE PLUS) PROCESS SELF-SERVICE CENTER SHOPPING LIST

CONDITION(S): Given self-service center shopping list, self-service catalog, document number logbook, and the references.

STANDARD(S): In accordance with the references.

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PERFORMANCE STEPS:

1. Obtain self-service shopping list from customer.
2. Validate requirements.
3. Perform technical research.
4. Ensure sufficient funding is available.
5. Process shopping list.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local SOP

TASK: 3043.02.13 (CORE) PROCESS WALK-THRU ADDITIONAL DEMANDS

CONDITION(S): Given access to the SASSY Management Unit (SMU), a high priority demand, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Perform technical research.
3. Obtain authorization signature on requisition.
4. Hand carry requisition to the SMU.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. UM 4400-120, Asset Tracking for Logistics Supply System
2. UM 4400-123, FMF SASSY Management Unit Procedures
3. UM 4400-124_, SASSY Using Units Procedures
4. UM 4790-5, MIMMS (AIS) Field Users Manual

TASK: 3043.02.14 (CORE) PROCESS OPEN PURCHASE REQUESTS

CONDITION(S): Given a GPCP card, approved open purchase request document, access to an

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automated system with applicable software and internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Obtain authority to use GPCP card with set limitations by unit or activity.
3. Ensure GPCP purchase request documents are approved by appropriate authority.
4. Purchase the approved items.
5. Receipt for supplies.
6. Distribute as required.
7. Obtain signature from recipient verifying that they received the requested items.
8. Load nonexpendable items on property records as required.
9. Validate and reconcile monthly statement.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local SOP
2. GSA CONTRACT, GSA CONTRACT NUMBER 23F94031
3. MCO P4200.15_, USMC Purchasing Procedures Manual

DUTY AREA 03 - FISCAL MANAGEMENT: E1 TO E3

TASK: 3043.03.01 (CORE) PERFORM STANDARD ACCOUNTING, BUDGETING, AND REPORTING SYSTEM (SABRS) FISCAL PROCEDURES

CONDITION(S): Given source documents, SABRS management reports, local guidance from the comptroller, access to an automated system with applicable software and internet conductivity, and the reference.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Verify source documents, pending requisitions, pending cancellations and memorandum records.
3. Reconcile SABRS management reports.
4. Prepare the appropriate report.
5. Verify information appearing on reconciliation report.
6. Correct all discrepancies.
7. Request adjustments to unit spending plan as necessary.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local SOP
2. MCO P7300.21, SABRS Financial Procedures Manual
3. SABRS USER MANUAL, Standard Accounting, Budgeting, and Reporting System (SABRS) Manual

TASK: 3043.03.02 (CORE) MAINTAIN FISCAL REPORT

CONDITION(S): Given pending requisition files, pending cancellation files, existing financial reports, memorandum records, and the references.

STANDARD(S): Discrepancies will be reconciled and corrections made to the financial accounting data base.

PERFORMANCE STEPS:

1. Review the references.
2. Review data on the Financial Reports.

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3. Reconcile Financial Reports.
4. Reconcile discrepancies.
5. Input or submit change transactions.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local SOP
2. MCO P7300.21, SABRS Financial Procedures Manual
3. SABRS USER MANUAL, Standard Accounting, Budgeting, and Reporting System (SABRS) Manual
4. UM 4400-124_, SASSY Using Units Procedures

DUTY AREA 04 - MISCELLANEOUS: E1 TO E3

TASK: 3043.04.01 (CORE PLUS) PERFORM SASSY/ATLASS QUARTERLY RECONCILIATION

CONDITION(S): Given SASSY mainframe files, using unit ATLASS files, access to an automated system with applicable software and internet conductivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review the references.
2. Reconcile the mainframe files with using unit ATLASS files.
3. Identify the discrepancies.
4. Process transactions for correction.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P4400.150_, Consumer Level Supply Manual
2. UM 4400-120, Asset Tracking for Logistics Supply System
3. UM 4400-124_, SASSY Using Units Procedures

TASK: 3043.04.02 (CORE PLUS) MAINTAIN SUPPLY SECTION PUBLICATION LISTING (PL)

CONDITION(S): Given the supply section's Publication Listing (PL), local Standing Operating Procedures, access to an automated system with applicable software and internet conductivity, and the reference.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Validate supply publication requirements with appropriate administration section.
2. Verify that required publications are on hand or on order.

3. Verify that inventory quantities are sufficient to support internal distribution of publications within the section.
4. Coordinate with the unit Administration Section to report all changes to the PL to HQMC (AREB) on NAVMC 11041.

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REFERENCE(S):

1. MCO P5600.31_, Marine Corps Publications and Printing Regulations

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DUTY AREA 05 - COMBAT SERVICE SUPPORT: E1 TO E3

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DUTY AREA 06 - INTERMEDIATE SUPPLY SUPPORT OPERATIONS: E1 TO E3

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DUTY AREA 07 - STORAGE AND DISTRIBUTION: E1 TO E3

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DUTY AREA 08 - REPAIRABLE ISSUE POINT: E1 TO E3

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